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LIBRARY OF CALIFORNIA
JANUARY-JUNE 2001 FINAL NARRATIVE REPORT

Regional Library Network: Tierra Del Sol Regional Library Network

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Fiscal/Administrative Officer/CEO: _____

(Signature)

Name: Kathleen F. Aaron

Date: _____

Title: President

Network Council Chair: _____

(Signature)

Name: Clifford E. Lange

Date: _____

Title: Board Chair

Submit with original signature by 4:30 p.m., Monday, October 1, 2001 to:

Mailing

California State Library
Budget Office – LoC
Attn: Sharon Croley
P.O. Box 942837
Sacramento, CA 94237-0001

Shipping/Delivery

California State Library
Budget Office – LoC
Attn: Sharon Croley
1029 J Street, Suite 400
Sacramento, CA 95814
(916) 445-9846

Regional Library Network: Tierra del Sol Regional Library Network

Program element:

18441. (Administration)

- (a) Each regional library network shall establish a regional library council...Duties of the regional network council include overall administrative responsibility for the network, adopting an annual plan of service, assuring the appropriate expenditure of funds, and submitting annual budget proposals to the state board for implementation of the provisions of this article.
 - (b) Each regional network council shall elect from its membership a representative board to carry out its policies.
 - (c) Administration and management of the regional library network shall provide the vision and leadership necessary to perform the functions and deliver the services in a timely and satisfactory manner.
-

Describe in narrative form how the Regional Library Network implemented section 18841 (a), (b) and (c) including the following elements (use as many pages as necessary):

1. Program Description
 2. Service Delivery Standard(s)/Measures
 3. Evaluation
- March 7, 2001 – **Council meeting** – The Council approved the Budget and Plan of Service for the January to June 2001 time period. Amended bylaws were approved
 - January 10, 2001 – **Board meeting** -- the Board heard presentations by the Tierra del Sol accountant and auditor about the fiscal management, role and fiscal responsibilities of a non-profit board. The Tierra del Sol attorney conducted a discussion of the Brown Act and Conflicts of Interest law. The Board established working committees, approved the January to June 2001 Budget and Plan of Service.
 - February 5, 2001 -- **Board meeting** --Each of the committees gave progress reports. The Membership Committee recommended granting three waivers for membership, denying three applications or waivers, rejected two applications requiring more information and one membership was approved.
 - February 27, 2001 -- **Board meeting** – The newly hired Technology Coordinator gave a summary of the progress of the Tierra Libraries Connect grant and related technologies. One new membership and two additional participating sites were approved. A draft Eligibility Equivalency Policy was discussed. The Tierra del Sol Council approved the Proposed January-June 2001 Budget and Plan of Service for authorization. The agenda and plans for the First Annual Tierra del Sol Regional Library Network Council were discussed.
 - March 19, 2001 – **Board meeting** -- The draft Eligibility Equivalency Policy was again discussed, edited and returned to committee for the final policy.

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Regional Library Network: Tierra del Sol Regional Library Network

- May 7, 2001 – **Board meeting** – The Board accepted a letter of resignation from Jose Aponte, Oceanside PL representing public libraries. The Capitalization Policy was approved
- June 4, 2001 – **Board meeting** – The Board approved the Conflict of Interest Code as presented by Robert Patterson, TDS attorney. Competitive Insights presented the results of the market research survey. The Board approved the appointment of Anne Campbell, National City PL, to represent public libraries. Errors, Omissions, and General Liability board insurance became effective on this date. The Board approved “RESOLUTION OF THE BOARD OF DIRECTORS OF THE TIERRA DEL SOL REGIONAL LIBRARY NETWORK THAT THE FAIR POLITICAL PRACTICES COMMISSION SHALL RETAIN STATEMENTS OF ECONOMIC INTEREST REQUIRED UNDER THE POLITICAL REFORM ACT OF 1974. Representatives from competitive Insights presented the results of a market research survey.

The Board President and several staff members continue to take university classes in non-profit management and related subjects to improve the knowledge base of the organization. Administrative staff is constantly searching for ways to improve the rapidly growing structure and services of the Region.

Using Microsoft Access, a consultant and administrative staff began the creation of a database of member information. As of June 30, the organization of the database is 90% complete and data entry has begun.

A Market Research firm conducted a primary market survey of member libraries. The results of the survey will be used in planning services and methods for future fiscal years. The survey results are attached.

The President supervised and approved the selection, purchase and implementation of hardware and software for all Tierra Del Sol Regional Library Network offices.

Administrative staff arranged for all Tierra Del Sol Regional Library Network board, committee and staff meetings, prepared and distributed agendas, board packets, minutes and all other materials for these meetings.

The Tierra Del Sol Regional Library Network has joined national and local nonprofit resource organizations to further our knowledge of the management of a non-profit organization.

The Tierra del Sol Regional Library Network met all of the legal and organizational requirements for the formation of a non-profit organization. All state and federal reports have been filed in a timely manner.

Regional Library Network: Tierra del Sol Regional Library Network

Program element:

18842. (Telecommunications Infrastructure)

Each regional library network shall do all of the following:

- (a) Make available a telecommunications system for the transfer of information and communications among its members.
 - (b) Provide regional communications based upon the most effective methods of exchanging information among its members.
 - (d) Provide online access to the information files, resources, and bibliographic records of its members which may be accessed regionally and statewide.
-

Describe in narrative form how the Regional Library Network implemented section 18842 (a), (b) and (d) including the following elements (use as many pages as necessary):

- 1. Program Description
- 2. Service Delivery Standard(s)/Measures
- 3. Evaluation

The Technology Coordinator contacted each member library to assess each library's technological readiness and created a database of this information. The information collected by the Technology Coordinator will be included in the member database.

A consultant has been hired to create the structure for a member database. This database will be used to track services to members, provide current information for mailing lists, facilitate technology reports and be the source of member information on the web. The member database will be protected by password access when mounted on the web.

A graphic designer was contracted to create the TDS website. The website will serve members as a source for current information and will be used as a marketing tool to attract new members.

The Technology Coordinator researched and talked with local and national interlibrary loan experts for information about state-of-the-art Interlibrary Loan methods and materials. As a result, software and hardware was purchased that will enable the region to provide a more efficient interlibrary loan operation for member libraries by delivering a greater number of loan requests electronically.

The Tierra Libraries Connect Grant enabled us to make the beginning moves toward a virtual union catalog. We distributed Requests for Information from vendors and will continue to study this issue. The region will need a substantial amount of money to implement an RFP, choose and fund a Z39.50 server, and pay for the technological support necessary to connecting the member's servers.

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Regional Library Network: Tierra del Sol Regional Library Network

The steering committee of the Tierra Libraries Connect grant grew into a Technology Advisory Group. This group of librarians has requested that the Tierra Del Sol Regional Library Network support their meetings. These meetings are lively and provide a forum for the sharing of regional technological information.

Regional Library Network: Tierra del Sol Regional Library Network

Program element:

18842. (Regional Delivery)

Each regional library network shall do all of the following:

(c) Provide intraregional delivery service based upon the most cost-effective methods for moving materials among its members.

Describe in narrative form how the Regional Library Network implemented section 18842 (c), including the following elements (use as many pages as necessary):

1. Program Description
4. Service Delivery Standard(s)/Measures
2. Evaluation

Both of the CLSA delivery systems deliver materials to Tierra del Sol Regional Library Network members in specific geographic areas. Tierra del Sol Regional Library Network staff created new United Parcel Service (UPS) accounts at each of the San Diego area Tierra del Sol Regional Library Network offices. The Riverside area offices have long established accounts with UPS.

The Inland Library System made 407 delivery stops at Tierra del Sol Regional Library Network non-public members and the Serra Cooperative Library System made 244 delivery stops at Tierra Del Sol Regional Library Network non-public members.

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Regional Library Network: Tierra del Sol Regional Library Network

Program element:

18845. (Training and Continuing Education)

Each regional library network shall provide opportunities for training and continuing education activities that encourage the most effective use of the resources and services authorized under this chapter, and that respond to the needs of its members in the effective delivery of services.

Describe in narrative form how the Regional Library Network implemented section 18845, including the following elements (use as many pages as necessary):

1. Program Description
2. Service Delivery Standard(s)/Measures
3. Evaluation

The Region contracted with Transform, Inc. to license Effective Reference Performance trainers and the region purchased one Effective Reference Performance training kit. Licenses were issued to nine trainers (three CLSA System staff, one community college staff and five public library staff). An additional nine staff of member libraries participated in the Effective Reference Performance training portion of the session.

Regional Library Network: Tierra del Sol Regional Library Network

Program element:

18846. (Information and Referrals)

- (a) Each regional library network shall provide information and referrals to answer requests that are beyond the capacity or capability of its members by accessing the resources and expertise of other libraries, improving general reference service in participating libraries, and improving reference service to respond to the needs of the underserved populations in the region.
-

Describe in narrative form how the Regional Library Network implemented section 18846, including the following elements (use as many pages as necessary):

1. Program Description
2. Service Delivery Standard(s)/Measures
3. Evaluation

The Board President and the Technology Coordinator visited all offices that will provide services to Tierra del Sol Regional Library Network member libraries. The purpose of these visits was to discuss upcoming changes and to review technological and other infrastructure needs. These visits resulted in improved communications and the purchase of upgraded computers and software so all staff have access to the same technological tools for improved productivity.

The Reference staff of both CLSA reference offices met several times to discuss and draft recommendations for the structure of second level reference service in the region. Their recommendations will be presented to the Tierra del Sol Regional Library Network Board in fall, 2001.

The interlibrary loan staff of the CLSA systems met to compare policies and procedures. They discussed methods to help align workflow and perform a more integrated operation. They received training on the Minolta machines purchased through the Tierra Libraries Connect grant.

The Tierra del Sol Regional Library Network purchased a copy of a union list of periodicals which includes all participating libraries in the region, whether they are Tierra Del Sol Regional Library Network members or not. This list will be printed, bound and sold next fiscal year.

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Regional Library Network: Tierra del Sol Regional Library Network

Program element:

18847. (Public Awareness)

Each regional library network shall augment the public awareness programs of its members by providing public relations packages to them for customization and dissemination.

Describe in narrative form how the Regional Library Network implemented section 18847m including the following elements (use as many pages as necessary):

1. Program Description
2. Service Delivery Standard(s)/Measures
3. Evaluation

Numerous promotional products were ordered for distribution (some will be sold, some given away) to member libraries, prospective member libraries and others. All of these products include the logo or the words "Tierra del Sol Regional Library Network". Among the items purchased were: t-shirts, polo shirts, pencils, pens, letter openers, and computer clips.

An Inland Library System staff member produced two issues of *Interloc*, the Tierra del Sol Regional Library Network newsletter. The newsletter was distributed to more than 500 libraries and/or individuals.

The same Inland Library System staff member also developed, designed or worked with the graphic artist to design:

- The website (www.tierrasol.org)
- Information brochure and flyers
- Annual report for distribution to members

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Regional Library Network: Tierra del Sol Regional Library Network

In January 2001 regional networks were provided with a list of actions to be taken before a network can expend funds, derived from both the Library of California Act and the California Corporations Code. The two primary actions are recognition of the network by the LoC Board and the incorporation as a non-profit organization.

With these two actions taken, the State of California recognizes networks as legal entities. However, there are other actions that networks must take to have the legal authority to expend funds and to undertake activity on behalf of their members. The following list groups items together in the order in which they might or should be accomplished. The first 23 items were those that were to be addressed prior to the network expending funds.

Please provide the date(s) on which the actions were taken, so that we can add it to your regional documentation.

Legal Requirements for Network Operations

Network Action	Date Completed
1. Approval of the Regional Library Network by the LOC Board	Nov. 10, 2000
2. File Articles of Incorporation ¹	June 13, 2000
3. Obtain federal employer identification number ^{2#}	Jan. 11, 2001
4. Establish fiscal agent [#]	Dec. 6, 2000
5. Establish fund accounts [#]	May, 2000
6. Incorporator admits charter members to membership and established the Council	Dec. 6, 2000
7. Prepare and post meeting notice and agenda for 1 st Council meeting	Dec. 4, 2000
8. Incorporator convenes Council	Dec. 6, 2000
9. Council elects Council Chair	Dec. 6, 2000
10. Council adopts bylaws and directs Secretary to certify bylaws	Dec. 6, 2000
11. Council determines authority of the Board of Directors	Dec. 6, 2000
12. Council elects members of the Board	Dec. 6, 2000
13. Elect Board Chair	Dec. 6, 2000
14. Council ratifies selection of agent for service of process, submission of applications for tax-exempt status, selection of fiscal agent and establishment of fund accounts [#]	Dec. 6, 2000
15. Council determines corporation's fiscal year	Dec. 6, 2000

¹ Incorporation date

² IRS Form SS-4

[#] These actions may be taken by the Incorporator before the Council is convened. If any of the actions have not been taken by the Incorporator, the Council should adopt resolutions taking these actions.

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16. Council establishes principal place of business (street and mailing address(es))	Dec. 6, 2000
17. Council adopts plan of service	Jan. 10, 2001
18. Council adopts budget and approves initial expenditures in accordance with adopted plan of service	Jan. 10, 2001
19. Council authorizes Chair to appoint committee on membership	Jan. 10, 2001
20. Council selects library user members	Dec. 6, 2000
21. Appoint officers	Dec. 6, 2000
22. Determine where meeting notices will be posted officially	Jan. 10, 2001
23. Authorize payment of incorporation expenses	Dec. 6, 2000
24. Submit applications for tax-exempt status to IRS/FTB [#]	March 20, 2001
25. Receive IRS determination ³	June 13, 2000
26. Receive FTB determination ⁴	June 13, 2000
27. Hire staff	June 1, 2001
28. Council adopts (or authorizes Board to adopt) conflict of interest code	June 4, 2001
29. Council/Board establishes subgroups, committees and advisory bodies	Jan. 10, 2001
30. Council develops schedule of meetings	Dec. 6, 2000
31. Board authorizes expenditures in accordance with adopted plan of service	Jan. 10, 2001
32. Authorize filing of State by Domestic Nonprofit Corporation with Secretary of State	Jan. 16, 2001
34. Authorize filing of Registration /Renewal Fee Report to Attorney General of California ⁵	

[#] These actions may be taken by the Incorporator before the Council is convened. If any of the actions have not been taken by the Incorporator, the Council should adopt resolutions taking these actions.

³ Date of determination letters from IRS/FTB. If exemption applications submitted within 27/15 months, respectively, of incorporation date, exemption will be effective as of incorporation date.

⁴ Date of determination letters from IRS/FTB. If exemption applications submitted within 27/15 months, respectively, of incorporation date, exemption will be effective as of incorporation date.

⁵ Form RRF-1 files annually on or before January 15.

LIBRARY OF CALIFORNIA

REGIONAL LIBRARY NETWORK EXPENDITURES, JANUARY - JUNE 2001

NETWORK - TIERRA DEL SOL

DATE - 06/30/01

Program Areas	Budget	Expenditures				TOTAL EXPENDED
		Personnel	Operations	Materials	Equipment Over \$5000	
ADMINISTRATION						
Library of California	\$122,683	\$66,515	\$44,802	\$11,366		\$122,683
CLSA						
LSTA						
Other						
Total	\$122,683	\$66,515	\$44,802	\$11,366	\$0	\$122,683
TELECOMMUNICATIONS*						
Library of California	\$11,725	\$0	\$6,002	\$5,723		\$11,725
CLSA						
LSTA						
Other						
Total	\$11,725	\$0	\$6,002	\$5,723	\$0	\$11,725
REGIONAL DELIVERY						
Library of California	\$29,920	\$4,420	\$19,777	\$5,723	\$0	\$29,920
CLSA						
LSTA						
Other						
Total	\$29,920	\$4,420	\$19,777	\$5,723	\$0	\$29,920
TRAINING						
Library of California	\$49,539	\$4,000	\$45,539		\$0	\$49,539
CLSA						
LSTA						
Other						
Total	\$49,539	\$4,000	\$45,539	\$0	\$0	\$49,539
REFERENCE						
Library of California	\$124,966	\$59,750	\$52,241	\$12,975		\$124,966
CLSA						
LSTA						
Other						
Total	\$124,966	\$59,750	\$52,241	\$12,975	\$0	\$124,966
PUBLIC AWARENESS						
Library of California	\$22,167	\$0	\$21,305	\$862	\$0	\$22,167
CLSA						
LSTA						
Other						
Total	\$22,167	\$0	\$21,305	\$862	\$0	\$22,167
TOTAL FOR ALL PROGRAMS	\$361,000	\$134,685	\$189,666	\$36,649	\$0	\$361,000

*Includes intraregional communications

SUBMITTED BY: _____ CONTACT: _____

(Chair, Network Council)

(Signature) PHONE: _____



Membership Eligibility Equivalency Policy

In lieu of a Master's degree in library of information science or a California Library Media Teacher credential as issued by the Commission on Teacher Credentialing, the membership committee of the Tierra Del Sol Regional Library Network will consider the following as equivalent:

- Significant progress toward either of the above qualifications; and/or
- Extensive professional level library experience over a period of years as outlined in the California Library Association core competencies; and/or
- Special credentials and/or certifications in an area of subject or academic expertise required by the particular type of library

In addition, a site visit by a member of the Tierra Del Sol Regional Library Network membership committee may be necessary to determine the level of services provided by the "professional, designated, on-site, paid staff member."

March 19, 2001 -- Approved by the Tierra Del Sol Regional Library Network Board



Capitalization Policy

A capitalized fixed asset is a property, such as land, buildings and equipment, with a cost equal to or greater than \$1,000 and a useful life of two or more years. Capitalized fixed assets are acquired for use in normal operations and are not for resale. These assets are subject to depreciation. All capitalized assets should be entered into the Fixed Asset System.

Assets costing below \$1,000 are expensed; they are not capitalized nor depreciated for financial reporting purposes. Assets with a cost below \$1,000 and a useful life of one or more years are classified as inventoried assets.

According to GAAP, fixed assets should be recorded at historical cost or estimated historical cost. Donated assets should be recorded at their fair market value on the date donated.

May 7, 2001 Approved by the Tierra Del Sol Regional Library Network Board